

Record Keeping Terminology—After School Snack Program

Attendance Records: Program requirements include maintaining a daily record of students who attend the after school care program. This can be accomplished by keeping a sign-in sheet for the students or using a roster where the program director can check off the students' names. These records must be kept on file.

Snack Production Record: This sheet must be completed daily to indicate the food items that were planned, prepared, and served for snack. Please record the date, the snack menu, number of planned snacks, serving sizes, and total amount of food prepared. Each snack must consist of full servings of food items from two different components. See the *Meal Pattern Requirements for After-School Snack Program* information on page 9 in the *After School Snack Program* handbook.

Daily Snack Count Sheet: The Daily Snack Count sheet provides a means to record the number of snacks served (only one per child) on any given day at a specific site. For area/site eligible programs only the number of snacks served need to be recorded. For non area eligible sites, a roster type form needs to be used if snacks will be claimed by category (free, reduced, paid). If all snacks are claimed at the paid rate, then only the number of snacks served need to be recorded. Sample count sheets are included in the packet.

Monthly Count Record: This record must be updated daily to record the number of After-School snacks served at a particular site. Area-eligible schools must record the total number of snacks served in the last column of the count sheet. Schools that are not area-eligible must take a meal count by category, like that of the lunch program, and record the meal counts by category in the free, reduced-price and paid columns. These records must be kept by calendar month. At the end of the month, the monthly count record(s) should be given to the person who submits the Claim for Reimbursement for the lunch and breakfast programs.

Monitor Form—After -School Care Snack Program: School food authorities are required to conduct two reviews at each site as a means of monitoring the After-School Snack Program each school year. Typically, the school food service director conducts this review. However, if the food service program is being operated by a food service management company, a representative of the school must conduct the monitoring visits and complete the forms. The first review must be conducted within the first 4 weeks of snack service. Review forms and instruction sheets are enclosed. The purpose of the review is to ensure that the snack program is working the way it is designed to and to ensure that program requirements are being met. The Monitor Forms should be kept on file when they are completed. A school nutrition specialist will ask about these reviews and all snack program records when a school monitoring visit or CRE is conducted.

Claim for Reimbursement: The claim is the mechanism for the program to receive reimbursement for snacks served. The Monthly Count Record for each site is the source for the number of snacks to claim and the category(ies) the snacks must be claimed in. The claim must be completed and submitted with the school lunch Claim for Reimbursement. A specific funding code has been assigned to the snack program so that these snack reimbursement funds may be tracked separately from the school lunch and breakfast reimbursement.